

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OL/PSD 31	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	
Secure Area Access Roster					<input type="checkbox"/> STATISTICAL	
					<input checked="" type="checkbox"/> NARRATIVE	
					<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
4		Quarterly		2		
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Form 3182		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Building Security Branch, OS requirement		
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
Secretary, PSD		None				
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER YEAR	
GS-7	\$ 4.28	X	4 hours	=	\$ 76.48	
B. COSTS OF COMPUTER PRODUCED REPORTS						
None						
TOTAL COSTS PER YEAR					\$ 76.48	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Current listing of individuals authorized to open PSD vaulted areas.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)				MAN-HOURS		
<input type="checkbox"/> CHANGE				DOLLARS		
<input type="checkbox"/> DISCONTINUE				None		
16. DATE OF INVENTORY				17. EXTENSION		
8 OCT 1970				None		
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130097-7						